



FIRST PRESBYTERIAN CHURCH
FRANKLIN

Communications Director
Full-time, non-exempt

Primary Job Responsibilities:

- Responsible for communicating internally and externally, through both written and visual communications, upcoming church events and opportunities, and for maintaining consistent messaging across various printed and online communications.
- Produce church communication pieces, in consultation with pastoral and program staff and under the supervision of the Head of Staff.
 - a. Weekly Enews
 - b. Weekly worship bulletin and announcements
 - c. Monthly newsletter
 - d. Quarterly ministry booklet
 - e. Connection Card management
 - f. Online registrations, design and maintain
 - g. Coordinates *Moments for Mission* for worship
- Serve as web design and content manager for the church coordinating with staff and committees as appropriate.
- Manage all church social media accounts, currently Facebook and Instagram.
- Produce slides and other visual pieces for screens, bulletin boards, and other spaces.
- Participate in weekly staff meetings
- Maintain flower chart and communicate with committee chair as needed
- Substitute for the Office Administrator when needed
- Other duties as may be assigned

Qualifications:

- Bachelor's degree in English, Communications, or Journalism
- Must be proficient in MSWord, PowerPoint, Adobe Reader, Publisher, Word Swag (or similar), and Excel.
- If not already knowledgeable, individual must learn Constant Contact and Clover as well as become proficient on the church's database software.
- Must be experienced in developing and maintaining communication systems, have excellent proofreading skills, pay attention to detail, and work as a team participant in assuring the church message reaches wide audiences.
- 1-3 years' experience in a business or professional service organization and demonstrate experiences in administrative roles.

Salary negotiable based on experience. Medical insurance provided along with vacation and sick leave.

Interested individuals should email resume to cjoiner@fpcfFranklin.org or mail to:

First Presbyterian Church
101 Legends Club Lane
Franklin, TN 37069.